Task card – How to log into the Provider Entry Point (PEP)

Overview

This task card outlines how to log into the Provider Entry Point (PEP) through PRODA.
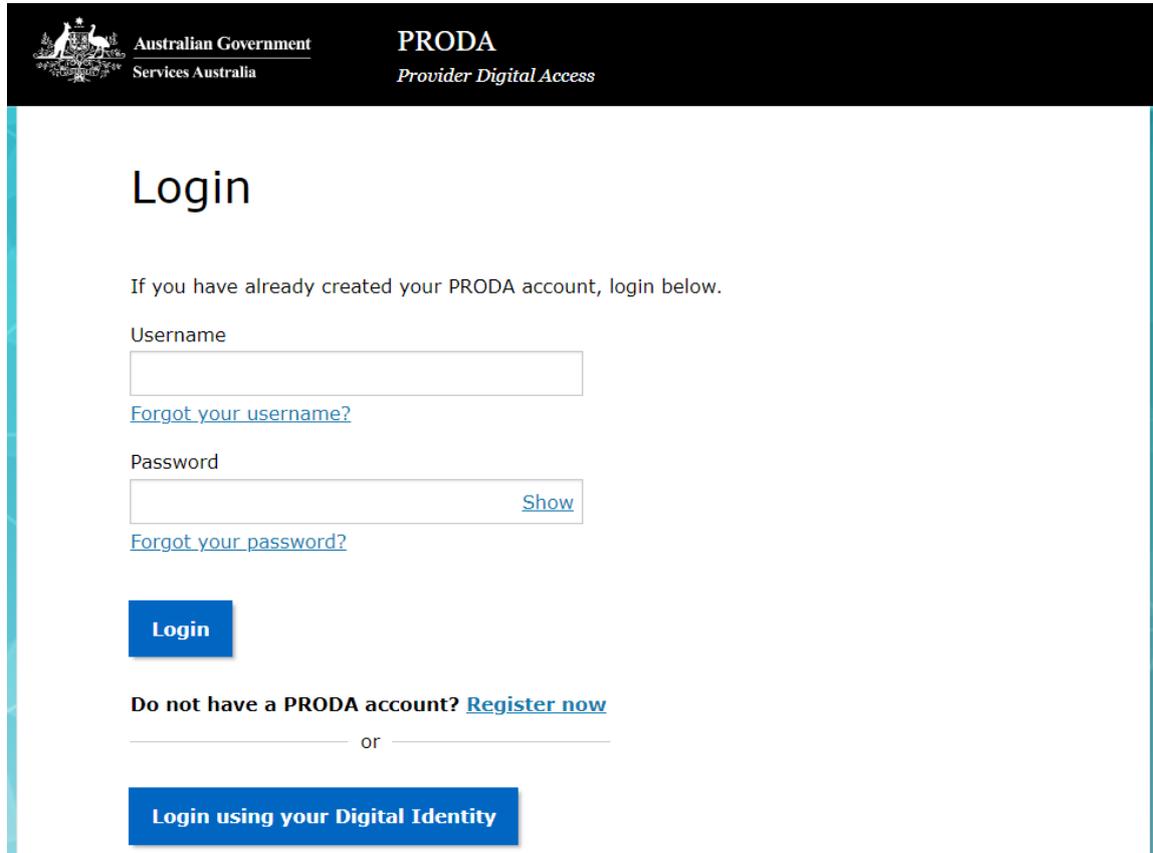
In the PEP you can:

- apply to become an approved provider

- view, add or remove a service

- view and update staff and organisation details

- create session reports and enrolments

- view entitlements and payments

- make an ACCS claim

- update the Family Day Care Exceptions Register.

Find more task cards for the PEP on our website.

If you need further assistance, contact the Child Care Subsidy Provider Helpdesk on 1300 667 276 9 am to 5 pm AEST or via email anytime.

Step 1

Log in to PRODA. If you do not yet have a PRODA log in you will need to register your details.

Step 2

From the **PRODA** homepage select the **Child Care Provider Entry Point** tile to enter the PEP.

Privacy Notice

By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.

My linked services

You have not added any services. Select a service from the Available services section below to begin the matching process.

Available services

Step 3

You will be presented with an online **Declaration.**

Important Information

Note: you will not be able to use this system without providing the below declaration.

I declare that:

- All the information I supply will be true and correct
- I understand that giving false and misleading information is a serious offence.

Yes   No

Step 4

Here you will be presented with all of the child care providers and services that you are authorised to act for.
You can search a provider/service by the CRN (1900XXXXXX), name or address.

Step 5

Once you have found the relevant provider/service, select **Actions**, then **Select** to access the provider/service.

Step 6

You can now navigate the provider/service.